



**SOUTH DELHI MUNICIPAL CORPORATION**  
**Office of Addl. Dy. Commissioner (Elections)**  
**25<sup>th</sup> Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi-110002**

**NIT No.** ADC(Election)/SDMC/2019/110

**Dated :** 22/03/2019

**SHORT NOTICE INVITING TENDER**

Date of sale of Tender forms : 01.04.2019 to 05.04.2019 upto 05.00 P.M.  
Pre Bid Meeting : 08.04.2019 at 03.00 P.M.  
Last date of submission of Tender: 10.04.2019 upto 03.00 P.M.  
Opening of Technical Bid : 10.04.2019 at 03.30 P.M.  
Date of opening of Financial Bid will be communicated to the eligible bidder,

Zone wise sealed tenders are invited by South Delhi Municipal Corporation for supply of Furniture items on hire basis for necessary arrangement of General Elections of Lok Sabha 2019, under the jurisdiction of SDMC. The details of furniture items to be supplied for each polling booth are given below:-

1. Table 6'x3'	-	One
2. Table 4'x3'	-	Five
3. Chairs	-	Eleven
4. Set of Shamiana with Kanats(15'x30')	-	As per requirement, wherever necessary
5. Shamiana (15'x30') without Kanats	-	-do-
6. Kanats/Curtains	-	-do-
7. Pedestal Fans	-	-do-

**Zone wise numbers of Polling Stations are given as under\*:-**

<u>Sl. No.</u>	<u>Name of Zone</u>	<u>Polling Booths (approx)</u>
1.	Central Zone	1407
2.	South Zone	1230
3.	West Zone	1528
4.	Najafgarh Zone	1335
	<b>Total</b>	<b>5500</b>

**\*Final number of polling booths in a particular zone may increase or decrease**

**Earnest Money:** Rs. 2,30,000/- for each zone in the shape of Bank draft (Demand Draft/Pay order only) payable in favour of Commissioner, South DMC.

The requirement of Election Material for each zone will be indicated in the supply order which may increase or decrease. The items indicated in the Financial Bid may also change depending on the requirement of the Chief Electoral Officer, GNCTD. The same shall be amended/clarified on the Corporation website [www.mcdonline.gov.in](http://www.mcdonline.gov.in). Accordingly, all the prospective bidders are expected to visit the Corporation website [www.mcdonline.gov.in](http://www.mcdonline.gov.in) for any update on the matter.

The sealed tenders will be received in the office of the Addl. Dy. Commissioner (Elections), SDMC, 25<sup>th</sup> Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, JLN Marg, New Delhi-02 by **03.00 PM.** on **10.04.2019** and the Technical Bid will be opened on the same day at **03.30 PM.** in presence of the representatives of the bidders and the members of committee constituted for this purpose. The date of opening of Financial Bid will be communicated to the eligible bidders after evaluation of Technical Bid.

The supply of the Election Material shall have to be made at the respective Furniture Centres of the Municipal Zones within the Corporation limit by **2.00 PM** on three days prior to the scheduled date of election by the Contractor to whom the work is awarded.

The lists of Furniture Centres and Tented sites of polling Booths will be provided along with the Supply Order of each Municipal zone. The exact date of supply of furniture etc. and erection of tents will be communicated in the supply order.

The Tender Form and copy of terms and conditions can be purchased from the office of the Addl. Dy. Commissioner (Elections), South DMC, 25<sup>th</sup> Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, JLN Marg, New Delhi-110002, on payment of Rs.1000/- each in the shape of Demand Draft/Pay Order payable in favour of Commissioner, SDMC only w.e.f. the date of publication of NIT till **05.04.2019** upto **5.00 P.M.** (on all working days). The tender documents downloaded from the Corporation website [www.mcdonline.gov.in](http://www.mcdonline.gov.in) may also be used. However, in this case, the bidder shall have to deposit tender fee of Rs. 1000/- in the shape of Demand Draft/Pay Order payable in favour of Commissioner, SDMC along with the Technical Bid. The pre -bid meeting will be held in the **Conference Hall, 6<sup>th</sup> Floor, E-1 Block, Dr. SPM Civic Centre, JLN Marg, New Delhi - 110002** at **03.00 PM** on **08.04.2019**.



**Assistant Commissioner (Election)**  
**SOUTH DELHI MUNICIPAL CORPORATION**  
**SOUTH DELHI MUNICIPAL CORPORATION**



ASSISTANT COMMISSIONER (ELECTION)  
SOUTH DELHI MUNICIPAL CORPORATION



Annexure -I

**SOUTH DELHI MUNICIPAL CORPORATION**  
Office of Addl. Dy. Commissioner (Elections)  
25<sup>th</sup> Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi-110002

Tender Form Cost – Rs. 1000/-  
OPENING OF TECHNICAL BID: **10.04.2019 at 03.30 P.M.**

NIT No. ADC(Election)/SDMC/2019/110

Dated : 22/03/2019

**TENDER FORM**  
**Technical Bid (Envelope – A)**  
**SUPPLY OF FURNITURE ITEMS FOR MAKING ARRANGEMENTS FOR GENERAL**  
**ELECTIONS TO LOK SABHA - 2019**

Name of Firm/Supplier : \_\_\_\_\_  
Full Address & phone No. : \_\_\_\_\_  
Name of Work : **HIRING OF FURNITURE ITEMS ETC.**  
Name of Zone : \_\_\_\_\_

Signature of Issuing Authority

Terms & Conditions attached

I/We, \_\_\_\_\_ M/s \_\_\_\_\_ at \_\_\_\_\_  
Address \_\_\_\_\_ hereby submit Technical Bid for supply of furniture  
items on hire basis as per terms & conditions of South DMC which are acceptable to  
us.

1	Financial capacity of the tenderer	1. Certificate of Chartered Accountant regarding turnover <b>Annexed Yes/No</b> 2. Balance Sheet for the last three Financial Years i.e. 2015-16,2016-17, 2017-18 <b>Annexed Yes/No</b> 3. Income Tax return for the last three Financial Years i.e. 2015-16,2016-17, 2017-18 <b>Annexed Yes/No</b> 4. Copy of work orders/ completion certificate of the similar assignments/ works done as per T&C. <b>Annexed Yes/No</b> 5. <b>Undertaking regarding black listing/ debarring Annexed Yes/No</b>
2.	Registered Address & Location of the Firm/Contact No.	(a) Name of Firm _____ (b) Address _____ (c) Contact No. _____ (d) Email_id _____
3.	GST	(a) Registration No. _____ (b) Registration Authority _____ (c) Attested copy of the certificate <b>Annexed Yes /No</b>
4.	Terms & conditions dully accepted	<b>Annexed Yes/No</b>
5.	Name of the Zones for which the bids are being submitted	_____ Zone _____ Zone

6.	1. Tender Cost (Rs. 1000/-)  2. Earnest Money (Rs. 2,30,000/- per Zone for which bids are being submitted)	a) Draft No. /G-8 No. _____ Dated _____ b) Bank _____ c) Amount Rs. _____  (a) Draft No. _____ Dated _____ (b) Bank _____ (c) Amount Rs. _____
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**Signature of the tenderer**

**Name:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Phone No.:** \_\_\_\_\_ **Mobile No.** \_\_\_\_\_



**ASSISTANT COMMISSIONER (ELECTION)  
 SOUTH DELHI MUNICIPAL CORPORATION**

**(Seal)**



**SOUTH DELHI MUNICIPAL CORPORATION**  
**Office of Addl. Dy. Commissioner (Elections)**  
**25<sup>th</sup> Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi-110002**

NIT No. ADC(Election)/SDMC/2019/110

Dated : 24/03/2019

**Financial Bid (Envelope - B)**  
**SUPPLY OF FURNITURE ITEMS FOR MAKING ARRANGEMENTS FOR**  
**GENERAL ELECTIONS TO LOK SABHA - 2019**

Name of Firm/Supplier : \_\_\_\_\_

Full Address & phone No. : \_\_\_\_\_

Name of Work : **HIRING OF FURNITURE ITEMS ETC.**

Name of Zone : \_\_\_\_\_

S.N.	Description of Article	Unit	Rates	
			(in Figures)	(in Words)
1.	Hiring of Table 6'x3'	Each		
2.	Hiring of Table 4'x3'	Each		
3.	Hiring of Chair	Each		
4.	Hiring of Set of Shamiana with Kanats (15'x30')	Each		
5.	Hiring of Shamiana without Kanats (15'x30')	Each		
6.	Hiring of Kanats/Curtains (15'X15')	Each		
7.	Pedestal Fans	Each		

1. Rates quoted above are **exclusive of all taxes** for the total period of the election.
2. The material shall be supplied latest by **2.00 P.M.** before **three working days of schedule date of election** at the respective furniture centre of the zone and shall be taken away from there after conduct of the General Elections to Lok Sabha - 2019.

**Signature of the tenderer**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Mobile No. \_\_\_\_\_

(Seal)

ASSISTANT COMMISSIONER (ELECTION)  
SOUTH DELHI MUNICIPAL CORPORATION

